

Minutes of Planning Commission Meeting 06-08, June 19, 2006

Roll Call

Commissioners present were Chair Tucker, Vice-Chair Fitzhugh, Supplee, and Jeffrey. Michele Braun was present as Clerk. Members of the public present were Raymond and Hannah Morvan, Walter Delia, Suzanne Jolly, Jack Bailey, and Kerri Hoffman.

Approval of Minutes

A motion to approve the minutes of Meeting 06-07 was made by Jeffrey, seconded by Fitzhugh. **The motion passed 3-0-1.** (Tucker abstained due to his absence from Meeting 06-07.)

Sign Permits

Raymond and Hannah Morvan have requested a sign permit for Sweet Retreat Guesthouse and Sugarworks, 329 Frost Road. (The business is located in Williamstown, but sign would be in Northfield.) Jeffrey moved to approve the request; Supplee seconded the motion. **The motion passed 4-0-0.**

The Gray Building Coalition has requested a sign permit for the Gray Building, 168 North Main Street. Jeffrey moved to approve the request; Fitzhugh seconded the motion. **The motion passed 4-0-0.**

Suzanne Jolly of the Drug-Free Coalition has requested to discuss permitting requirements for an occasional-use sign. The Planning Commission could approve such a request under Section 411 (2) Off-Premise Signs, and they asked Ms. Jolly to submit an application for consideration at the July Planning Commission meeting. The permit would be valid for one year, and cover all events occurring in that year. Ms. Jolly needs to have the Village Trustees pre-approve a few locations for the sign, which would be listed on the permit, and there would be a condition on the permit that other locations would require approval of the Town Manager. Also, the specific events or types of events would be listed on the permit, and the sign would need to meet stability requirements for sandwich board signs as outlined in the by-laws.

Site Plans

Jane and Walter Delia applied for site plan review for Vermont Chocolatiers new café on East Street. Jeffrey moved to approve the site plan; Fitzhugh seconded the motion. **The motion passed 4-0-0.**

Subdivisions

John Bailey requested approval to subdivide his property at 829 VT Rte 12 South into two parcels. Supplee moved to approve the subdivision; Fitzhugh seconded the motion. **The motion passed 4-0-0.**

Discussion

The Commission discussed several issues that require the Commission's attention, and created a list of items for the Zoning Administrator to pursue.

1. Zoning Maps
 - a. Tucker had obtained maps from Central Vermont Regional Planning Commission, but they do not seem to be in the town office. We need both town and village zoning, and parcel overlay if possible.

- b. Planning Commission would like to review zoning district boundaries.
 - c. **ZA:** Call CVRPC to find out about mapping/maps.
- 2. Home Occupations
 - a. Planning Commission would like to provide more guidance in the by-laws on home occupations.
 - b. **ZA:** Get copies of other towns' by-laws regarding HOs.
- 3. Lighting Standards
 - a. Planning Commission would like to adopt lighting standards.
 - b. **ZA:** Get copies of other towns' language on lighting.
- 4. Certificates of Occupancy
 - a. By-laws currently require COs, but the town has never issued them. Considerable discussion as to whether we do want to issue them. We need to either start issuing them, or delete the requirement from the by-laws, which would require Selectboard approval.
 - b. **ZA:** Talk to Town Manager about asking Selectboard and Trustees for their opinion on COs, and request that they provide a written statement to the Planning Commission.
 - c. Planning Commission will return to this matter once they have the opinion of the Selectboard and Trustees.
- 5. Site Plan Review
 - a. It is not certain how much/whether we have been charging for site plan review.
 - b. **ZA:** Ask Selectboard whether they intended to include Site Plan Review under "Public Hearings". Include a list of hearings that usually require a Public Hearing fee.
 - c. We haven't had clear criteria for what sort of change in use requires site plan review, nor have we had a site plan review application.
 - d. **ZA:** Draft Site Plan Review application, including criteria listed in Section 209 (5) a-j. Request Site Plan application for all changes in use, but no fee or review if there are not significant changes in criteria 209 (5) a-j.
 - e. **ZA:** Work on amendment to regs to include Consent Agenda for Planning Commission.

Public Participation

None

Next Regular Meeting

July 17, 2006

Adjournment

A motion to adjourn was made by Tucker and seconded by Fitzhugh. **The motion passed 4-0-0.**

Michele Braun
Zoning Administrator / Clerk

These minutes are subject to approval at the next regular meeting; however, they are substantially correct.